



Title: **Network Administrator**
Department: **Administration**
FLSA Status: **Exempt**
Salary: **\$60k - \$85k DOQ**

The City of Bee Cave is seeking a confident, highly-qualified professional for the position of Network Administrator. The Network Administrator will be responsible for providing service and support to all City departments as assigned. Ideal candidates should have no less than four (4) years of increasing responsible professional experience with small to medium sized organizations in the operation and maintenance of computer hardware and software systems, the development and analysis of information systems and applications; two years minimum experience in the telecommunications area; 1 to 3 years experience in Web-based graphic design or web interface design; and experience with audio/visual demonstration technologies is highly desirable. Prior municipal government experience may be helpful; however, it is not required. The ideal candidate has financial acumen, must be solution-driver, highly adaptive while performing complex technical duties. City of Bee Cave employees must provide excellent customer service to external and internal customers. The ideal candidate must be accurate and proactive; multitasking essential, extremely well-organized and highly proficient in process analysis. The ability to meet high volume demand with keen attention to detail is a necessity. The ideal candidate must learn quickly and understand while our organization is smaller than some, the volume is substantial and our teams are comprised of deadline driven work groups. For a complete description of duties and responsibilities, please see the job description located on our website www.beecavetexas.gov. If interested and ready for a unique challenge, please submit your resume and application to:

City of Bee Cave
Attn: Brooke Winburn
4000 Galleria Parkway
Bee Cave, TX 78738
Email: HR@beecavetexas.gov